ALAMO COLLEGES DISTRICT

SPECIAL BOARD MEETING OF THE BOARD OF TRUSTEES

SATURDAY, FEBRUARY 21, 2026
8:30 AM

Alamo Community College District
Dr. Bruce H. Leslie Boardroom
2222 N. Alamo St.
San Antonio, TX 78215

NOTICE IS HEREBY GIVEN THAT THE SPECIAL BOARD MEETING AT OF THE BOARD OF TRUSTEES OF THE ALAMO COMMUNITY COLLEGE DISTRICT WILL BE HELD AT THE PHYSICAL LOCATION REFERENCED ABOVE ON SATURDAY, FEBRUARY 21, 2026. ONE OR MORE TRUSTEES MAY ATTEND REMOTELY BY VIDEOCONFERENCE PROVIDED THAT A QUORUM OF TRUSTEES ATTEND BY PHYSICAL PRESENCE AS AUTHORIZED BY TEXAS GOVERNMENT CODE SECTION 551.127. THE SPECIAL BOARD MEETING OF THE BOARD WILL CONVENE IN OPEN SESSION AT 8:30 AM.

This Special Board Meeting of the Board of Trustees, being held for the reasons listed below, is authorized in accordance with the Texas Government Code, §§ 551.001 - 551.146. Verification of Notice of Meeting and Agenda are on file in the Office of the Chancellor. Executive Session, if required, is authorized by Chapter 551 and will be conducted prior to the conclusion of the meeting. If it is decided during the course of the meeting that discussion of any item listed on the agenda should be held in Executive Session, the Board will convene in Executive Session in accordance with Tex. Govt. Code §§ 551.071 - 551.094. In order to vote on items discussed in Executive Session, the Board of Trustees must take action in the open portion of the meeting on items discussed in the Executive Session. The Board will consider, discuss, and take appropriate action regarding the following items:

AGENDA

1. **CALL TO ORDER**
2. **CERTIFICATION AND POSTING OF NOTICE**
3. **ROLL CALL**
4. **PLEDGE OF ALLEGIANCE**
5. **CITIZENS TO BE HEARD**
   5.A. Registration: 8:00 AM - 8:30 AM
6. **SPECIAL BOARD MEETING**
   6.A. Board Assessment
   Presenter: Dr. Cindy L. Miles
7. **EXECUTIVE SESSION**
   7.A. The Board may go into Executive Session to deliberate on any item referenced in this agenda for open session or executive session based on the following potential exceptions under the Act.
   7.B. Pursuant to §551.071, Texas Government. Code, the Board may consult with its

attorney(s) to seek their advice on any matter(s) in which the duty of the attorney(s) to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter, including without limitation, requirements regarding expenditures.

7.C. Pursuant to § 551.071, Texas Government Code, the Board may consult with its attorneys about pending and threatened litigations.

7.D. Pursuant to § 551.071, Texas Government Code, the Board may consult with its attorneys about pending EEOC charges.

7.E. Pursuant to §551.072, Texas Government Code, the Board may deliberate the purchase, exchange, lease or value of real property.

7.F. Pursuant to §551.073, Texas Government Code, the Board may deliberate regarding a negotiated contract for a prospective gift or donation.

7.G. Pursuant to §551.074, Texas Government Code, the Board may deliberate the appointment, employment, evaluation, reassignment, duties, performance of duties, discipline, or dismissal of a public officer or employee(s).

7.H. Any action on these matters will be taken in Open Session.

8. **RECONVENE OPEN MEETING**

8.A. Discussion and Possible Action on Items Discussed in Executive Session.

9. Discussion and Possible Action on Revision of Policies in Alignment with Expense Management Solution
Presenter: Lisa Mazure

10. **ADJOURNMENT**

POSTED AT THE

ALAMO COMMUNITY COLLEGE DISTRICT
2222 N. Alamo St.; San Antonio, TX 78215 at
POSTED AT 5:00 PM ON THIS 17TH DAY OF FEBRUARY 2026

This meeting site is wheelchair accessible. The accessible entrance is located at the side entrance of Multipurpose Conference Center/Board (Building D). Accessible parking spaces are located in front of Building C, located in the parking lost that faces N. Alamo Street. Auxiliary aids and services are available upon request (interpreters for the hearing impaired must be requested twenty-four hours prior to the meeting) by contacting the Board of Trustees Office at dst-board@alamo.edu.

“The following notices apply to this meeting.

Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun.”

Pursuant to Section 30.07, Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a handgun that is carried openly.”

_____
Dr. Mike Flores
Chancellor

TO BE READ BY BOA R D CHAIR BEFORE CTBH ITEM

Citizens To Be Heard Standard Statement

All individuals wishing to address the Board should have signed up to do so.

Comments relating to general matters shall be presented during the Citizens To Be Heard portion of the meeting. Comments relating to a specific item or items on the Board's agenda may be presented (a) during the Citizens To Be Heard portion of the meeting or (b) during consideration of the specific agenda item or items.

- No presentations shall exceed three (3) minutes.
- If ten (10) or more person sign up to comment on a specific item, each speaker may be limited to two (2) minutes by majority vote of the Board.
- Individuals needing a translator will have a six-minute time period.
- No individual is allowed to transfer his or her time to another individual.
- When the timer beeps, please finish your sentence so that we can allow others to have their voice heard.
- Please introduce yourself by name and state whether you represent yourself, an organization or an employer.

Please know that your right to speak may be withdrawn by the Board Chairman if you are discourteous, disrespectful, or are otherwise likely to impede, interfere with or otherwise obstruct this meeting.

State law limits Trustee response to public comments.

ALAMO COLLEGES DISTRICT

2025 Board Self-Assessment Summary & Discussion

February 21, 2026

Dr. Cindy Miles

ACCT

Association of Community College Trustees
Washington, DC

PURPOSE

Board Self-Assessment

ASSESS THE EFFECTIVENESS OF BOARD GOVERNANCE AND READINESS TO ADVANCE STUDENT SUCCESS

- ✓ Standard of Good Practice
- ✓ Accreditation (SACS COC criteria (Section 4.2.G)
- ✓ Board Policy (B.3.2)

Other Expectations & Outcomes

- ✓ **Deepen** shared understanding of fellow trustees' motivations and future vision
- ✓ **Strengthen** the Board's unique leadership role & its partnership with the Chancellor
- ✓ **Identify** actionable improvements based on results
- ✓ **Model** the Board's commitment to accountability & continuous improvement

Self Assessment Overview

7 Categories:

1. **Board Roles & Responsibilities**
2. **Board Relationships**
3. **Productivity & Consistency (Leading by Example)**
4. **Institutional Effectiveness (Big Picture Focus)**
5. **Student Success**
6. **Trustee Preparation**
7. **Trustee Satisfaction**

59 Survey Items

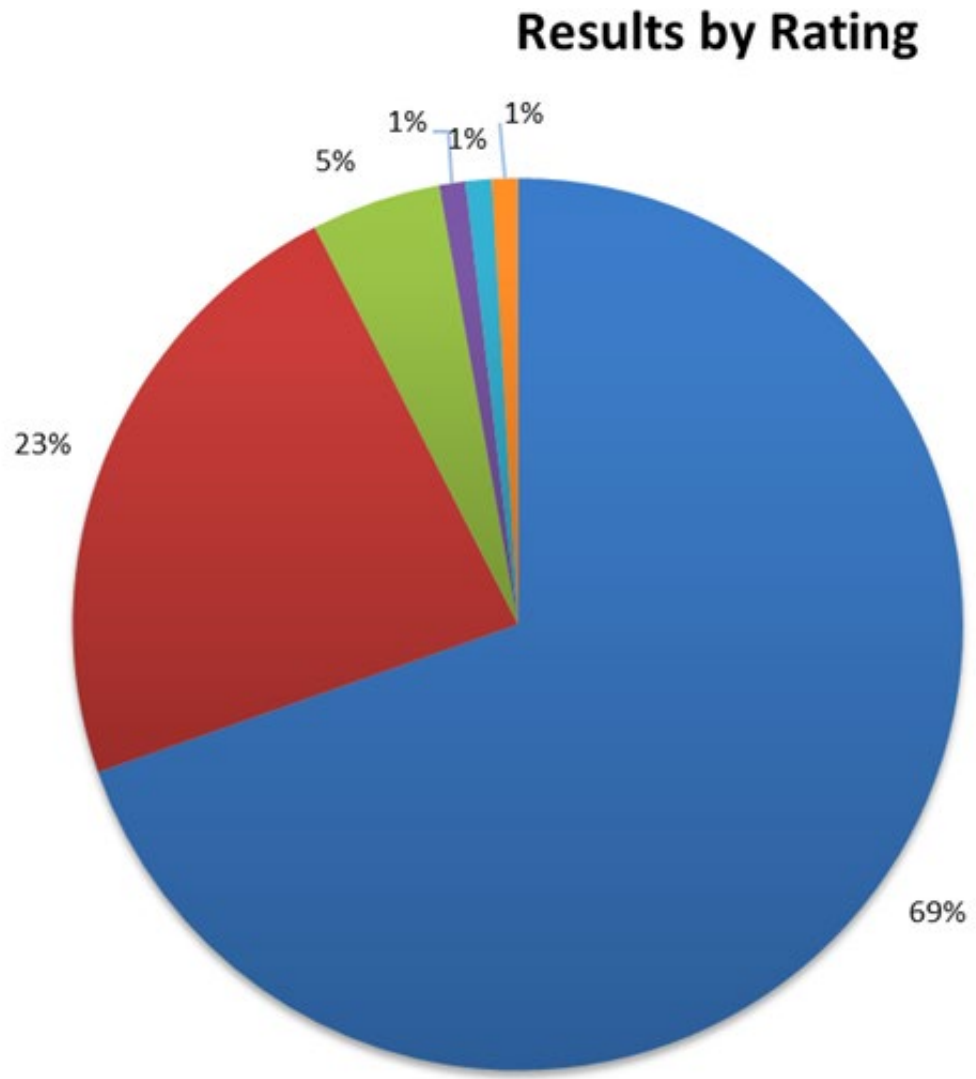
4 Open-ended questions

Distributed to Board members **November 18, 2025 - All 9 trustees** responded (**8** responded in 2023)

Alamo Colleges Board has used the ACCT instrument since **2011** on a biannual basis

–**Longitudinal data** (2011, 2013, 2015, 2017, 2019, 2021, 2023 and 2025)

Key Findings

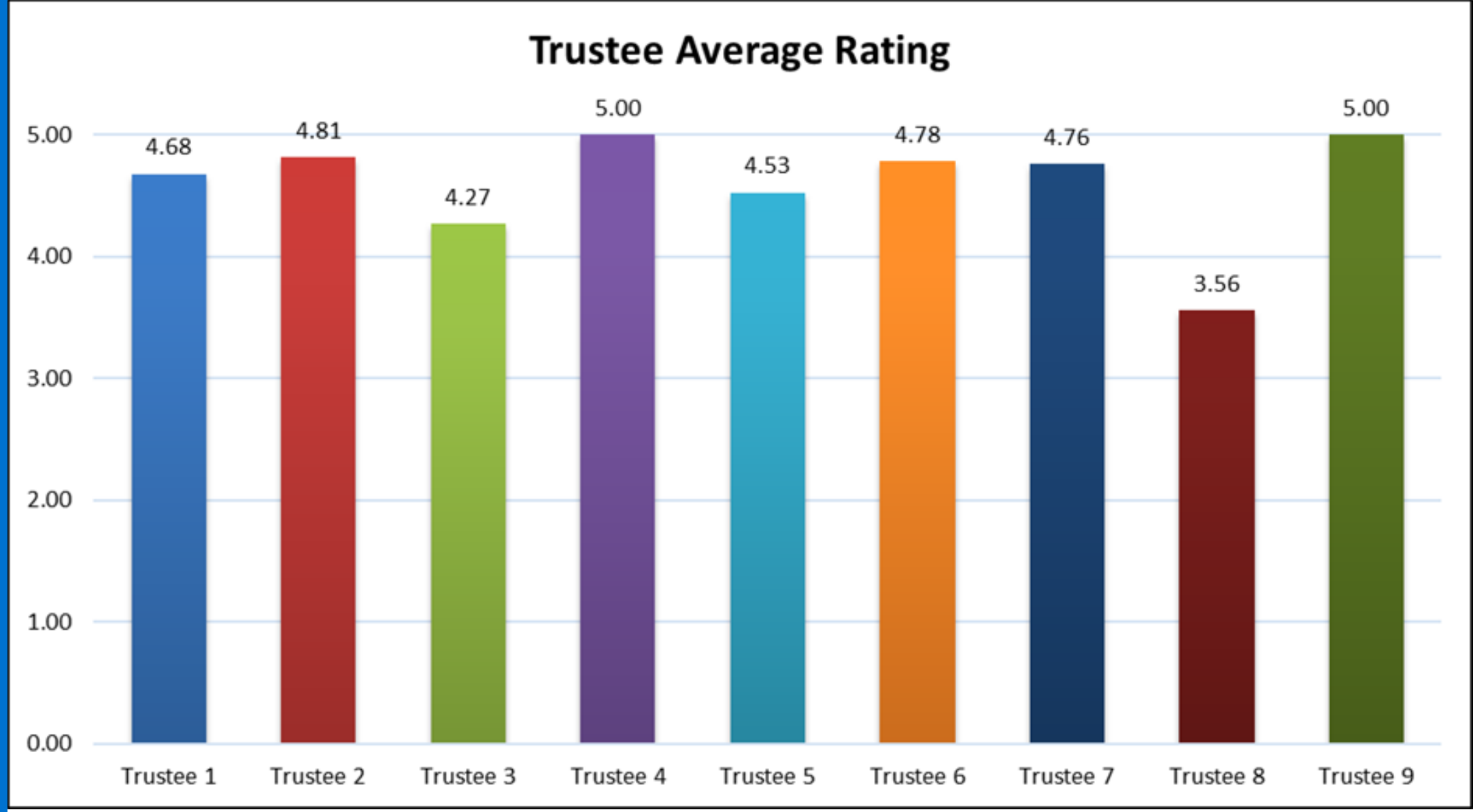


5-Point Scale

5 = Strongly agree
4 = Agree
3 = Somewhat | Neutral
2 = Disagree
1 = Strongly disagree
DK = Don't Know

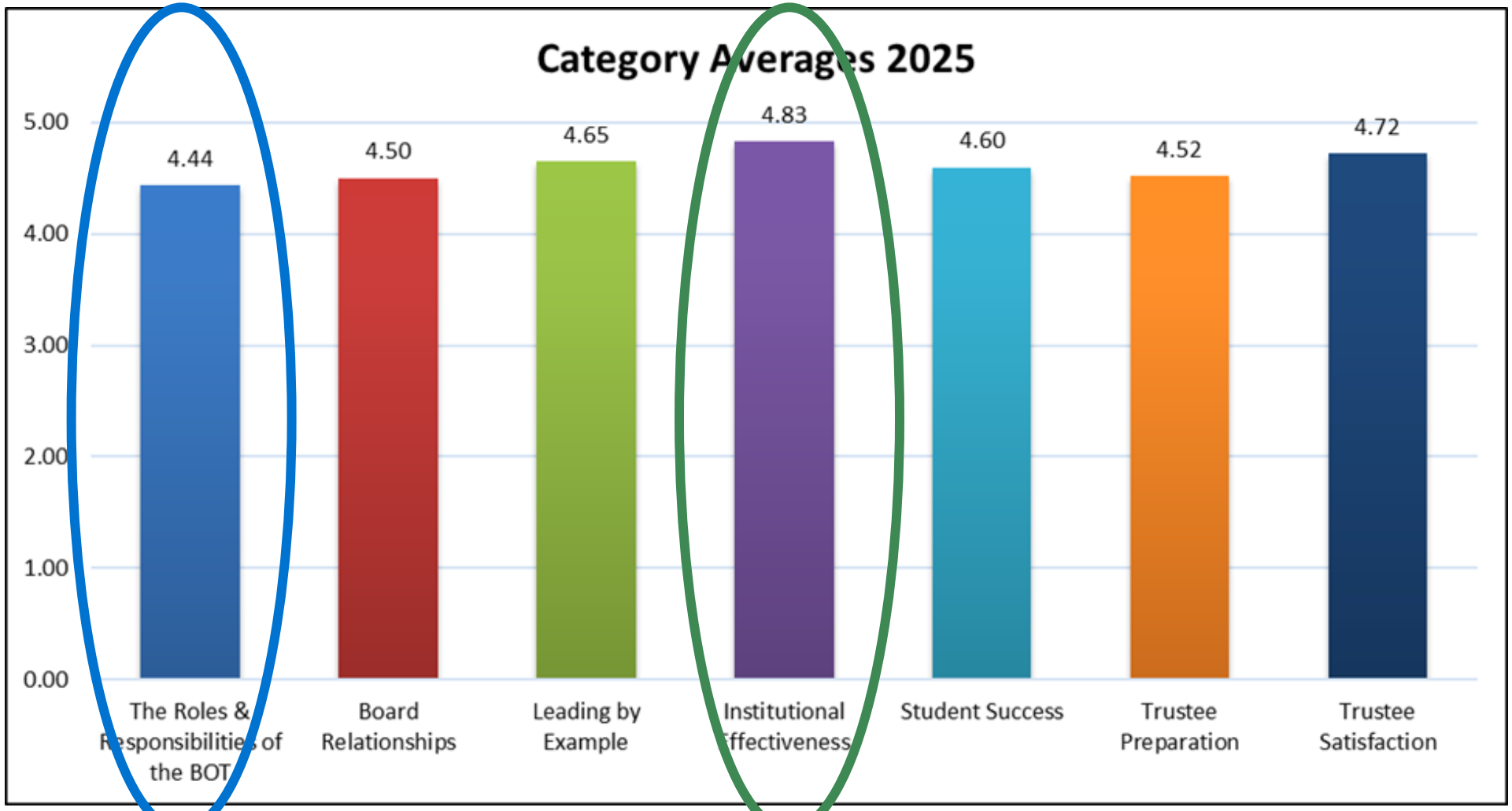
93% of ratings = **5s** or **4s**

Key Findings



- ✓ **Close agreement** on ratings among **majority** of **trustees**
- ✓ Overall average = **4.61** *down slightly **from 2023*** = 4.77

Key Findings



- ✓ **Institutional Effectiveness =** highest **4.83**
- ✓ **Roles & Responsibilities of Board = lowest 4.44** *(highly positive rating)*

Average Ratings by **Category** Over the Years

Category	2011	2013	2015	2017	2019	2021	2023	2025	23-25 Diff
Institutional Effectiveness	N/A	4.52	4.26	4.71	4.89	4.86	4.88	**4.83**	-0.05
Trustee Satisfaction	N/A	4.77	4.43	4.88	4.83	4.71	4.79	**4.72**	-0.07
Leading by Example	4.37	4.69	4.21	4.29	4.79	4.64	4.75	**4.65**	-0.10
Student Success	N/A	4.38	4.37	4.78	4.90	4.82	4.86	**4.60**	-0.26
Trustee Preparation	N/A	4.58	4.48	4.57	4.65	4.77	4.71	**4.52**	-0.19
Board/Trustee/Chair/ Chancellor Relationships	4.25	4.67	4.14	4.48	4.71	4.77	4.73	**4.50**	-0.23
The Roles & Responsibilities of the Board	4.32	4.68	4.53	4.38	4.88	4.77	4.67	**4.44**	-0.24

Highest Rated Items

19. Board agendas are relevant to the work of the Board, and they are focused enough to use the Board's time efficiently.	**5.00**	Being Productive & Consistent
24. The Board is sensitive to the concerns of students and employees while maintaining impartiality and support for the Chancellor.	**5.00**	Being Productive & Consistent
26. Academic quality and program review	**5.00**	Institutional Effectiveness
31. Enrollment growth	**5.00**	Institutional Effectiveness

Highest Rated Items, cont.

1. The Board continuously demonstrates that it adheres to its roles and responsibilities in accomplishing its duties.	**4.89**	Roles & Responsibilities
27. Good faculty and staff morale	**4.89**	Institutional Effectiveness
29. Review of data on retention, transfer, and graduation rates	**4.89**	Institutional Effectiveness
33. Student data on completion and placement by occupational programs	**4.89**	Institutional Effectiveness
35. Fostering student success and achievement across all student groups.	**4.89**	Institutional Effectiveness
41. Decisions about budget allocations are based on evidence of program effectiveness and linked to plans to increase rates of student success.	**4.89**	Student Success
43. Understanding the role and responsibilities of the Chancellor	**4.89**	Trustee Preparation
52. Understanding shared or participatory governance	**4.89**	Trustee Preparation
55. Your overall satisfaction serving as a board member	**4.89**	Trustee Satisfaction

Lowest Rated Items

	AVG 2023	AVG 2025	Category & Ratings
11. The Board has good procedures for the orientation and training of new board members.	4.00	**4.00**	Board Relationships 5 5 5 4 4 4 4 3 2
42. The College provides training to Board, faculty, and staff on using data and research to improve programs and services.	4.75	**4.00**	Student Success 5 5 5 5 4 4 4 3 1
48. Campus politics	4.14	**4.00**	Trustee Preparedness 5 5 4 4 4 4 4 3 3

✓ **No individual item in the survey was rated below 4.0 overall average**

Other ITEMS for DISCUSSION?

6o. *Areas of Expertise that Trustees contribute to the Board*

- Community and Government Advocacy (9)
- Educational Leadership and Curriculum (6)
- Finance, Budget, and Management (4)
- Business and Industry Partnerships (4)
- Construction and Facilities Management (3)
- Higher Education | PK-16 Expertise (2)
- Legal Matters
- Fundraising

61. *Board Actions Advancing Student Success (Past Year)*

Student Success as the Top Priority

Embedded in **Board discussions, governance decisions, budgeting, bond** investments.

Strong Oversight & Accountability

Student Success Committee, Student Trustee representation, regular review of performance data.

Strategic Investments in Access & Support

Expanded **Alamo PROMISE, $987M Bond Measure ,** Center of Excellence for SS **(ACCESS).**

Policy & Partnership Leadership

Strengthened **wrap-around supports, dual credit expansion, community collaborations**.

Student-Centered Culture

Public recognition of student achievements, **aligned strategic planning** to measurable outcomes.

62.

Additional Trustee Reflections

✓ **Pride & Commitment to Service**
Trustees expressed honor in serving and shaping the district's long-term future.

✓ **High Standards & Continuous Improvement**
Board strives for excellence and ongoing refinement of its governance practices.

✓ **Strategic, Data-Informed Leadership**
Decisions are grounded in evidence with sustained focus on student success and equity.

✓ **Investing in Access & Workforce Alignment**
Major commitments to affordability, facilities, and workforce pathways support persistence and completion.

high performing boards . . .

Excel in Fiduciary Duties (Care, Obedience, & Loyalty) and . . .

Partner Powerfully with their CEO

Explicit Expectations & WHO Does WHAT

Keep Relationship Candid, Respectful, & Sacrosanct

Foster Board Effectiveness & Cohesion

Honest Communication & Self-Monitoring

Healthy Disagreement Bounded by Unity

Monitor Outcomes for Issues that Matter

ENDS not MEANS

High-Impact, Centered on Students & Community

Focus Relentlessly on a Better Future

Monitor Trends, Risks, Opportunities, Change Drivers

Future Proof the Organization

AlamoFORWARD
Propelling Toward Our Moonshot

Special Board Meeting
February 21, 2026

ALAMO COLLEGES DISTRICT

DISCUSSION AND POSSIBLE ACTION ON REVISION OF POLICIES IN ALIGNMENT WITH EXPENSE MANAGEMENT SOLUTION

Lisa Mazure
Associate Vice Chancellor for Finance and Fiscal Affairs

TODAY'S OVERVIEW

1	The Previous Manual System	Where we were – the Citibank process and its constraints
2	Our Solution: SAP Concur	How and why the Concur Expense System was selected and implemented
3	How Concur Improves the Process	Key benefits and operational improvements for staff, approvers, and budget managers
4	Updated Travel Procedures	Comprehensive review and updates to procedure C.2.9.2, effective August 29, 2025
5	Recommended Board Policy Updates	Proposed amendments to Board Policies B.3.4 and B.3.5 for approval

THE PREVIOUS SYSTEM: MANUAL & LIMITED

1. Download monthly Citibank report
2. Organize & attach all supporting documentation
3. Email files back & forth for approvals
4. Submit completed reports to Accounts Payable (AP) via SharePoint
5. AP manually processes reports and images records to Banner (source of record)

Key Pain Points

- Heavy manual work for staff & administrative assistants
- No visibility into report status or location
- Monthly cadence delayed general ledger posting
- Receipts not linked directly to charges – difficult for approvers
- Budget managers lacked timely, accurate budget data

THE SOLUTION: SAP CONCUR EXPENSE SYSTEM

System Selection

SAP Concur chosen after evaluation of options

Configuration

Technical Projects team configured system, reporting & workflows

Beta Testing

Select user group tested the system for 6 weeks

Go-Live

Full rollout to all ACD users on September 5, 2025

Training materials, user guides, and workflow notifications were created and configured prior to go-live to ensure a smooth transition for all Alamo Colleges District staff.

HOW CONCUR IMPROVES THE PROCESS

1–2
DAYS
Expense posting after PCard charge

10
BUSINESS DAYS
Maximum reconciliation window

100%
PAPERLESS
Fully digital workflow – no printing or manual imaging

- Mobile app: instantly photograph receipts that auto-load into Concur account
- Receipts attached directly to each transaction – streamlined approver review
- Workflow email notifications with direct review links – no file attachments needed
- Timelier general ledger posting enables accurate, timely budget analysis
- Finance & Fiscal Services can monitor report status and troubleshoot in real time

UPDATED TRAVEL PROCEDURES

WHAT WAS FOUND

During the Concur implementation, Finance & Fiscal Services conducted a comprehensive review of existing travel procedures.

The review found that procedures needed significant updating to reflect current practice and align with the new Concur system.

Updated Travel Procedures (C.2.9.2) took effect August 29, 2025 – prior to the September 5 Concur go-live.

KEY CHANGES

- Aligned procedures with Concur expense reporting workflow
- Reflects current institutional practice
- Governs employee travel expense reimbursement systemwide
- **Serves as foundation for recommended updates to Board Policies B.3.4 and B.3.5**

RECOMMENDED UPDATES FOR BOARD POLICY B.3.4 BOARD MEMBER REIMBURSEMENT & EXPENSES

PCARD Guidelines Added

Outlines and incorporates guidelines for the use of the Procurement Card by Board Members as listed in Procedure C.1.5.3 Procurement Card Purchases

Trustee Transportation Provisions

New provisions added for Trustees who do not utilize a personal automobile for official board business

Cross Reference to B.3.5

Policy now refers users to Policy B.3.5 for all travel-related reimbursement provisions, creating clear delineation.

RECOMMENDED UPDATES FOR BOARD POLICY B.3.5 CONVENTIONS, CONFERENCES, WORKSHOPS AND EVENTS

Meal Per Diem Clarified

$100/day maximum (exclusive of tips); tips cannot exceed 20%

Travel Advance Option

Travel advance now available for Trustees who do not have a PCARD

Meal Sharing Prohibited

Trustees may not pay for the meal of another Trustee while in travel status

Airfare & Car Rental

Clarifying language added for airfare and car rental expense provisions

SUMMARY

- Concur Expense System launch September 5, 2025, replacing manual Citibank process
- Expenses now post to the general ledger timelier for better management
- Mobile app, direct receipt matching, and workflow notifications enhance accountability
- Updated Travel Procedures (C.2.9.2) effective August 29, 2025

REQUESTED BOARD ACTION

Approve recommended modifications to board policies B.3.4 Board Member Reimbursement and Expenses and B.3.5 Board Member Conventions, Conference, Workshops, and Events

ALAMO COLLEGES DISTRICT

THANK YOU

Discussion and Possible Action on Revision of Policies in Alignment with Expense Management Solution

Presented to the Alamo Colleges District Board of Trustees for approval on February 21, 2026

MINUTE ORDER
"The Alamo Colleges District Board of Trustees hereby approves the revision of policies B.3.4 Board Member Reimbursement and Expenses and B.3.5 Board Member Conventions, Conference, Workshops, and Events, substantially as attached."

PURPOSE

To update policies for Board expense reporting to align with updated procedure **C.2.9.1 Employee Travel Expense Reimbursement** that went into effect in Fall 2025

BACKGROUND

In August 2025, the Alamo Colleges District launched a new expense reporting system districtwide for procurement card (PCARD) expense reporting and for travel related expense reporting. Policies **B.3.4 Board Member Reimbursement and Expenses** and **B.3.5 Board Member Conventions, Conference, Workshops, and Events** have been updated to align with the approved procedure. Additional updates were made to allow for transportation for individuals who may not operate a personal vehicle and to allow for a travel advance if a Trustee or Student Trustee does not have a PCARD.

IMPLICATIONS

Financial:	None
Strategic Plan:	Performance Excellence: Delivering efficient and effective instruction, services, and operations
Goal:	Goal 1: We practice exemplary stewardship through adept policies and procedures and principled governance.

ATTACHMENTS:

- **B.3.4 Board Member Reimbursement and Expenses** REDLINE
- **B.3.4 Board Member Reimbursement and Expenses** CLEAN
- **B.3.5 Board Member Conventions, Conference, Workshops, and Events** REDLINE
- **B.3.5 Board Member Conventions, Conference, Workshops, and Events** CLEAN

Lisa Mazure Feb 17, 2026

Lisa Mazure Date
Associate Vice Chancellor for Finance and Fiscal Services

Linda Boyer-Owens Feb 17, 2026

Linda Boyer-Owens Date
Vice Chancellor for Talent, Organization, and Policy

ALAMO COLLEGES DISTRICT

George Laughead
George Laughead (Feb 17, 2026 13:50:43 CST)

Feb 17, 2026

Ross Laughead
General Counsel

Date

Dr. Mike Flores
Chancellor

Date

ALAMO COLLEGES DISTRICT

B.3.4 (Policy) Board Member Reimbursement and Expenses
Responsible Department: Office of the Chancellor, Legal Services
Board Adoption: 8-18-09
Last Board Action: 1-22-13
Reviewed: 2-9-18, XXXXXX

Board members shall not receive any remuneration or emolument of office. Expenses incurred for conducting official Alamo Colleges District business may be covered through reimbursement or use of a District procurement card.

Use of Procurement Card

Elected trustees may request a procurement card (PCARD) for conducting official Alamo Colleges District business, including, but not limited to, meals, transportation, and travel-related expenses.

Trustees must adhere to all PCARD guidelines, as listed in C.1.5.3 (Procedure) Procurement Card Purchases. The Board Liaison will reconcile all charges on the PCARDs on behalf of Trustees.

Failure to adhere to guidelines, including submitting receipts or documentation within the requested time frame, may result in suspension of the PCARD. PCARDs may not be reactivated until all transactions have been resolved. If a PCARD is suspended, Trustees may use their personal card for expenses incurred in conducting Board business and submit for reimbursement.

Student trustees and alternate student trustees may receive a PCARD at the approval of the Board chair. Upon completion of the student trustee's and alternate student trustee's specified term, PCARDs will be returned to the PCARD administrator via the Board Liaison for cancellation.

Reimbursement for Board Business (non-travel)

~~However,~~ Board members shall be reimbursed for reasonable expenses incurred in carrying out Board business, including but not limited to the following:

1. When a Board member attends a College District Board meeting or other meeting as an official representative of the Board using the Board member's personal automobile, mileage expense shall be reimbursed at the prevailing approved reimbursement rate for employees.
    - For reimbursement for College District Board meetings attended using the Board member's personal automobile, the Board Liaison ~~member~~ shall submit a list of the meetings attended with the date of each meeting.
    - For reimbursement for other meetings attended as an official representative of the Board using the Board member's personal automobile, the Board member shall submit a list to the Board Liaison monthly, within 14 days of the end of the month, of such meetings attended with the date, location and purpose of each meeting.
    - For Trustees who do not utilize a personal automobile or may require

transportation accommodation, local ground transportation costs, including but not limited to Uber, Lyft, taxi, or bus, may be charged on a PCARD or reimbursed to the Trustee using personal payment methods. Itemized receipts are required.

~~1.~~2. Board members shall ~~also~~ be reimbursed for actual charges paid for parking necessary for attendance at a College District Board meeting or other meeting as an official representative of the Board. For reimbursement of parking charges, the Board member shall submit the receipts for parking charges with a list of the meeting date, location and purpose of each meeting.

3. Board members shall be reimbursed for reasonable actual expense for meals at which College District business is conducted. For reimbursement of such expenses, the Board member shall submit the itemized receipt, a list of the attendees, and the purpose of the business meal. Expenses for alcoholic beverages and related gratuities will not be reimbursed.

Details on Trustee reimbursement for travel-related expenses are listed in Policy B.3.5

Use of College District Communication Equipment by Board Members

It is in the best interest of the College District to facilitate the means for effective and efficient communication between the College District and its Board of Trustees. To support and maintain this effort for the purpose of conducting such business, Board members are authorized to receive and use College District communication equipment, as well as supplies necessary or incidental for its operation and use. Such equipment may include, but is not limited to, telephone equipment, answering machines, fax machines, computer hardware and software, scanners, and equipment ancillary to the foregoing. The College District will also provide technology support, high-speed internet service and/or fax lines.

Upon leaving office, Board members shall return such equipment and supplies to the College District. The College District shall inventory equipment in the possession of Board members on an annual basis. Materials and communications produced, received or distributed with the use of College District equipment are subject to all applicable terms and conditions set forth by the Texas Public Information Act.

The College District permits Board members to make incidental personal use of College District communication equipment, so long as such use:

1. Imposes no additional cost to the College District;
2. Is not harmful to the College District;
3. Is not for private commercial purposes;
4. Does not result in unauthorized software or digital media being installed in, or downloaded to, College District equipment; and
5. Does not result in the violation of copyright laws or software licenses or other state and federal laws governing the use of communication equipment.

B.3.4 (Policy) Board Member Reimbursement and Expenses
Responsible Department: Office of the Chancellor, Legal Services
Board Adoption: 8-18-09
Last Board Action: 1-22-13
Reviewed: 2-9-18, XXXXXX

As is the case for College District employees, Board members have no expectation of privacy when using College District communication technology.

If a trustee chooses to utilize District equipment, it is important to realize that there are restrictions on the trustee's use of the equipment under Texas law, including, without limitation Texas Penal Code §39.02(a)(2) and Texas Election Code §255.003. Violation of these restrictions could result in criminal penalties for misuse.

Board members who choose not to receive and use College District communication equipment may use their own communication equipment and receive reimbursement for direct expenses of operating the communication equipment for conducting College District business. The College District will provide technology support only for communication equipment that conforms to College District Information Technology standards.

To the extent that Board members use their personal communication equipment to conduct College District business, Board members have no expectation of privacy. They retain the expectation of privacy with respect to the use of their own personal communication equipment for non-College District purposes. In the event of a Public Information Act request seeking information resident on or sent to or from a Board member's personal communication equipment, the College District shall inform the Board member within two business days after receiving the request and cooperate with the Board member in seeking an Opinion of the Attorney General if, in the opinion of the Board member and the College District's counsel, that is appropriate.

Personal use of the services of College District personnel is prohibited for all College District Board members and employees (for employees, see C.2.7.1). In such cases the College District may refer the matter to the Bexar County District Attorney for criminal investigation and prosecution.

Legal Reference - TACC Policy Reference Manual
BBG(LEGAL) - Board Members: Compensation and Expenses

B.3.4 (Policy) Board Member Reimbursement and Expenses
Responsible Department: Office of the Chancellor, Legal Services
Board Adoption: 8-18-09
Last Board Action: 1-22-13, 2-21-2026
Reviewed: 2-9-18

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    - For reimbursement for other meetings attended as an official representative of the Board using the Board member's personal automobile, the Board member shall submit a list to the Board Liaison monthly, within 14 days of the end of the month, of such meetings attended with the date, location and purpose of each meeting.

- For Trustees who do not utilize a personal automobile or may require transportation accommodation, local ground transportation costs, including but not limited to Uber, Lyft, taxi, or bus, may be charged on a PCARD or reimbursed to the Trustee using personal payment methods. Itemized receipts are required.

2. Board members shall be reimbursed for actual charges paid for parking necessary for attendance at a College District Board meeting or other meeting as an official representative of the Board. For reimbursement of parking charges, the Board member shall submit the receipts for parking charges with a list of the meeting date, location and purpose of each meeting.
3. Board members shall be reimbursed for reasonable actual expense for meals at which College District business is conducted. For reimbursement of such expenses, the Board member shall submit the itemized receipt, a list of the attendees, and the purpose of the business meal. Expenses for alcoholic beverages and related gratuities will not be reimbursed.

Details on Trustee reimbursement for travel-related expenses are listed in Policy B.3.5 Board Member Conventions, Conferences, and Workshops.

Use of College District Communication Equipment by Board Members

It is in the best interest of the College District to facilitate the means for effective and efficient communication between the College District and its Board of Trustees. To support and maintain this effort for the purpose of conducting such business, Board members are authorized to receive and use College District communication equipment, as well as supplies necessary or incidental for its operation and use. Such equipment may include, but is not limited to, telephone equipment, answering machines, fax machines, computer hardware and software, scanners, and equipment ancillary to the foregoing. The College District will also provide technology support, high-speed internet service and/or fax lines.

Upon leaving office, Board members shall return such equipment and supplies to the College District. The College District shall inventory equipment in the possession of Board members on an annual basis. Materials and communications produced, received or distributed with the use of College District equipment are subject to all applicable terms and conditions set forth by the Texas Public Information Act.
The College District permits Board members to make incidental personal use of College District communication equipment, so long as such use:

1. Imposes no additional cost to the College District;
2. Is not harmful to the College District;
3. Is not for private commercial purposes;
4. Does not result in unauthorized software or digital media being installed in, or downloaded to, College District equipment; and

5. Does not result in the violation of copyright laws or software licenses or other state and federal laws governing the use of communication equipment.

As is the case for College District employees, Board members have no expectation of privacy when using College District communication technology.

If a trustee chooses to utilize District equipment, it is important to realize that there are restrictions on the trustee's use of the equipment under Texas law, including, without limitation Texas Penal Code §39.02(a)(2) and Texas Election Code §255.003. Violation of these restrictions could result in criminal penalties for misuse.

Board members who choose not to receive and use College District communication equipment may use their own communication equipment and receive reimbursement for direct expenses of operating the communication equipment for conducting College District business. The College District will provide technology support only for communication equipment that conforms to College District Information Technology standards.

To the extent that Board members use their personal communication equipment to conduct College District business, Board members have no expectation of privacy. They retain the expectation of privacy with respect to the use of their own personal communication equipment for non-College District purposes. In the event of a Public Information Act request seeking information resident on or sent to or from a Board member's personal communication equipment, the College District shall inform the Board member within two business days after receiving the request and cooperate with the Board member in seeking an Opinion of the Attorney General if, in the opinion of the Board member and the College District's counsel, that is appropriate.

Personal use of the services of College District personnel is prohibited for all College District Board members and employees (for employees, see C.2.7.1). In such cases the College District may refer the matter to the Bexar County District Attorney for criminal investigation and prosecution.

Legal Reference - TACC Policy Reference Manual
BBG(LEGAL) - Board Members: Compensation and Expenses

B.3.5 (Policy) Board Members: Conventions, Conferences, Workshops and Events
Responsible Department: Office of the Chancellor, Vice Chancellor for Finance and Administration
Board Adoption: 8-18-09
Last Board Action: 9-27-22, 8-20-24, 10-28-25

Specific Trips Authorized

A Trustee has authority by virtue of this policy, and without further Board approval, to attend the following annual conferences:

1. American Association of Community Colleges (AACC)
2. Association of Community College Trustees (ACCT)
3. Association of Governing Boards (AGB)
4. Aspen Institute – Community College Excellence Prize
5. Baldrige Performance Excellence-Quest for Excellence
6. Community College Association of Texas Trustees (CCATT)
7. Community College FUTURES Assembly
8. Excelencia in Education
9. Hispanic Association of Colleges and Universities (HACU)
10. National Association of Latino Elected Officials (NALEO)
11. National Legislative Seminar of the ACCT
12. Regional Conference of the ACCT
13. San Antonio Chamber of Commerce SA to DC
14. San Antonio Delegation Cultural/Economic Development visits
15. Texas Association of Community College Attorneys (TACCA)
16. Texas Association of Community College Trustees and Administrators (TACCTA)
17. Texas Association of Community Colleges (TACC)
18. Texas Association of School Boards (TASB)/Texas Association of Community College Attorneys (TACCA) Biennial Legislative Update
19. Texas Higher Education Coordinating Board Conference

If a Trustee wishes to attend an event not included in the approved list, the Trustee may request authorization from the Board. If a trip has not been authorized by this policy, the Trustee must submit a request to the Board for approval pursuant to this policy. If Board approval has been requested but is not received prior to the commencement of a trip, the Trustee may take the trip and seek reimbursement after Board approval. However,

without prior authorization, the College District is under no obligation to reimburse the Trustee for the trip and the related expenses.

Allowable Travel Expenses

The following expenses are illustrative but not inclusive of all allowable expenses during an authorized trip by a Trustee. Receipts are required for expenses unless specified otherwise.

Prepaid Expenses

In order to find the most favorable rates, a Trustee may make trip arrangements using his/her College District procurement card (P~~-Card~~CARD) or make reservations using his/her personal card and request reimbursement. See policy B.3.4 Board Member Reimbursement and Expenses for guidelines on use of a PCARD.

In the alternative, the ~~Chancellor or designee~~Board Liaison may make trip arrangements for Trustees, and at the request of the Trustee, shall prepay expenses for airline tickets, hotel charges for the basic single-room rate, and registration and conference fees for events included in the approved list or pre-authorized by the Board. If these items are not prepaid by the Board Liaison and are paid by the Trustee using a personal card, the Trustee may request reimbursement pursuant to this policy.

Meals

The total cost of meals for the ~~t~~Trustees while traveling shall not exceed an allowance of $100 per day averaged over the travel period. The maximum for the travel period is calculated as $100 per day multiplied by the number of days. Tips to servers are not included in the cost of meals but should not exceed 20%.

- On PCARD: ~~A~~actual expenses of meals may be charged to the Trustee's P~~-Card~~CARD up to the $100 limit exclusive of tips. ~~or reimbursed, but the total cost of meals for the travel shall not exceed an allowance of $100 per day over the travel period. The maximum for the travel period is calculated as $100 per day multiplied by the number of days. Tips to servers are not included in the cost of meals but should not exceed 20%.~~ Itemized receipts are required within 30 days of return.

- *Reimbursement of Travel Advance Allowance:* Trustees who do not have a PCARD and are using their personal cards may receive a travel advance allowance. Itemized receipts are required within 30 days of return.

Trustees may not pay for a meal on behalf of another Trustee. All meals should be paid individually by a Trustee using a PCARD or the travel advance. ~~If a Trustee pays for a meal of another Trustee, that amount will be reimbursed to the payer, if his/her personal card was utilized. The Trustee must list the name and the amount spent on the other Trustee. This amount will not be counted as part of the payer's travel allowance but will be counted as~~

~~part of the other Trustee's travel allowance.~~

A Trustee may pay for the meal of a non-Trustee when there is an identified business purpose. The Trustee must list the name(s) and the amount spent on the non-Trustee and must identify the business purpose of the meal. This amount will not be counted as part of the Trustee's travel allowance.

Lodging

An itemized hotel statement must be submitted when using his/her P~~-Card~~CARD or personal card and requesting reimbursement for lodging expenses that were not prepaid. Lodging expenses must not exceed the prevailing single room rate. The maximum duration for lodging is one night prior to the beginning of a meeting and one night subsequent to the ending of a meeting. If a Trustee exceeds the maximum duration, the hotel expense is the responsibility of the Trustee. ~~request for approval pursuant to this policy.~~ A Trustee may not be reimbursed for lodging when the Trustee is absent from the location of the meeting for any reason not connected with the duties of the Trustee.

Transportation

Mode of Transportation: A Trustee shall utilize the most economical mode of transportation that is readily available and provides reasonable, comparable transit time.

Mileage: Mileage expense shall be reimbursed at the prevailing approved rate for employees when traveling by personal vehicle.

Airfare: ~~When airfare is not prepaid, actual expense shall be reimbursed for a~~Air travel reservations will be made ~~at the prevailing coach rate~~ in economy class unless first class is the only flight available to conduct Trustee duties, in which case a statement from the Trustee validating the necessity is required. Trustees ~~will be reimbursed for the~~are allowed to pay for the first two pieces of checked baggage if the airline charges a separate checked baggage fee. If a Trustee deviates from a direct route of travel by air for personal reasons, the expenses for that portion of the trip will not be reimbursable. Because of the savings available for early purchase, Trustees are asked to schedule their travel at the earliest convenient date.

Car Rental: Actual expense is ~~-~~allowed ~~shall be reimbursed~~ for car rentals including fuel and toll charges. Receipts are not required for tolls. Sales tax for a state other than Texas is ~~reimbursable~~an allowable expense; however, liability insurance, personal accident insurance, safe trip insurance, and personal effects insurance are not reimbursable and must be paid by the Trustee personally. If a Trustee rents a car and combines personal travel with Trustee duties, the cost of the rental car is prorated on a daily basis.

Other Modes of Transportation: Actual expense ~~shall be reimbursed~~is allowed for railroad travel, and at the destination, actual expense shall be reimbursed for travel by taxi, limousine, car services, such as Uber and Lyft, shuttles and public transportation. Tips for

B.3.5 (Policy) Board Members: Conventions, Conferences, Workshops and Events
Responsible Department: Office of the Chancellor, Vice Chancellor for Finance and Administration
Board Adoption: 8-18-09
Last Board Action: 9-27-22, 8-20-24, 10-28-25
ground transportation should not exceed 15%.

Parking: Actual expense ~~shall be reimbursed~~ is allowed for parking ~~expenses~~fees.

Other Allowable Expenses
Actual expense is allowed ~~shall be reimbursed~~ for internet service and other hotel business office expenses for the conduct of official Trustee business.

Fee for Transportation Security Administration (TSA) Pre-Check membership for air travel is reimbursable.

Unallowable Expenses

The following list of unallowable expenses is illustrative but not inclusive of all unallowable expenses during an authorized trip by a Trustee:

1. Gasoline, toll fees, or repair costs for personally owned vehicles.
2. Passports or passport photos required for foreign travel.
3. Inoculations required for foreign travel.
4. Personal expense items such as cleaning or laundry.
5. Alcoholic beverages.
6. Personal entertainment.

Reporting Expenses

To document all travel expenses, the following must be submitted to the ~~Chancellor~~ Board Liaison within 30 days of the last day of a meeting or conference:

1. All required receipts if not pre-paid including but not limited to:
    a. Hotel Lodging
    b. Ground Transportation
    c. Parking fees
    d. Baggage fees
    e. Meals
    f. Airfare
    g. Car Rental
    h. Any other reimbursable expense as prescribed by this policy
2. One of the following trip authorizations:
    a. Authorized annual conference~~,~~ (included in the approved list in this policy), or
    b. ~~Or~~Authorization by Board Minute Order.
3. The Board Liaison will prepare the Concur Expense report for the trip and submit

for approval and reimbursement to the Trustee for out-of-pocket expenses.

If the Trustee did not attend the meeting or conference, the unused airline tickets must be submitted with a reason as to why the ticket was not used.

Seeking Approval for Unauthorized Trips and Expenses

A Trustee who requests authorization for a trip or reimbursement for travel expense, or both that has not been authorized by this policy or by the Board, shall submit the request for approval to the Audit, Budget and Finance Committee of the Board. The Audit, Budget and Finance Committee shall make a recommendation to the Board. The Board's decision is final. If the Board approves the request, the Chancellor or designee shall reimburse the Trustee to the extent approved by the Board.

A Trustee shall reimburse the College District for all unauthorized travel expenses which the College District incurred on the Trustee's behalf within 30 days after disapproval pursuant to this policy.

Legal Reference - TACC Policy Reference Manual
BBG(LEGAL) - Board Members: Compensation and Expenses

B.3.5 (Policy) Board Members: Conventions, Conferences, Workshops and Events
Responsible Department: Office of the Chancellor, Vice Chancellor for Finance and Administration
Board Adoption: 8-18-09
Last Board Action: 9-27-22, 8-20-24, 10-28-25, 2-21-2026

Specific Trips Authorized

A Trustee has authority by virtue of this policy, and without further Board approval, to attend the following annual conferences:

1. American Association of Community Colleges (AACC)
2. Association of Community College Trustees (ACCT)
3. Association of Governing Boards (AGB)
4. Aspen Institute – Community College Excellence Prize
5. Baldrige Performance Excellence-Quest for Excellence
6. Community College Association of Texas Trustees (CCATT)
7. Community College FUTURES Assembly
8. Excelencia in Education
9. Hispanic Association of Colleges and Universities (HACU)
10. National Association of Latino Elected Officials (NALEO)
11. National Legislative Seminar of the ACCT
12. Regional Conference of the ACCT
13. San Antonio Chamber of Commerce SA to DC
14. San Antonio Delegation Cultural/Economic Development visits
15. Texas Association of Community College Attorneys (TACCA)
16. Texas Association of Community College Trustees and Administrators (TACCTA)
17. Texas Association of Community Colleges (TACC)
18. Texas Association of School Boards (TASB)/Texas Association of Community College Attorneys (TACCA) Biennial Legislative Update
19. Texas Higher Education Coordinating Board Conference

If a Trustee wishes to attend an event not included in the approved list, the Trustee may request authorization from the Board. If a trip has not been authorized by this policy, the Trustee must submit a request to the Board for approval pursuant to this policy. If Board approval has been requested but is not received prior to the commencement of a trip, the

Trustee may take the trip and seek reimbursement after Board approval. However, without prior authorization, the College District is under no obligation to reimburse the Trustee for the trip and the related expenses.

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In the alternative, the Board Liaison may make trip arrangements for Trustees, and at the request of the Trustee, shall prepay expenses for airline tickets, hotel charges for the basic single-room rate, and registration and conference fees for events included in the approved list or pre-authorized by the Board. If these items are not prepaid by the Board Liaison and are paid by the Trustee using a personal card, the Trustee may request reimbursement pursuant to this policy.

Meals

The total cost of meals for the Trustees while traveling shall not exceed an allowance of $100 per day averaged over the travel period. The maximum for the travel period is calculated as $100 per day multiplied by the number of days. Tips to servers are not included in the cost of meals but should not exceed 20%.

- *On PCARD:* actual expenses of meals may be charged to the Trustee's PCARD up to the $100 limit exclusive of tips. Itemized receipts are required within 30 days of return.

- *Reimbursement of Travel Advance Allowance:* Trustees who do not have a PCARD and are using their personal cards may receive a travel advance allowance. Itemized receipts are required within 30 days of return.

Trustees may not pay for a meal on behalf of another Trustee. All meals should be paid individually by a Trustee using a PCARD or the travel advance.

A Trustee may pay for the meal of a non-Trustee when there is an identified business purpose. The Trustee must list the name(s) and the amount spent on the non-Trustee and must identify the business purpose of the meal. This amount will not be counted as part of the Trustee's travel allowance.

Lodging

An itemized hotel statement must be submitted when using his/her PCARD or personal card and requesting reimbursement for lodging expenses that were not prepaid. Lodging expenses must not exceed the prevailing single room rate. The maximum duration for lodging is one night prior to the beginning of a meeting and one night subsequent to the ending of a meeting. If a Trustee exceeds the maximum duration, the hotel expense is the responsibility of the Trustee. A Trustee may not be reimbursed for lodging when the Trustee is absent from the location of the meeting for any reason not connected with the duties of the Trustee.

Transportation

Mode of Transportation: A Trustee shall utilize the most economical mode of transportation that is readily available and provides reasonable, comparable transit time.

Mileage: Mileage expense shall be reimbursed at the prevailing approved rate for employees when traveling by personal vehicle.

Airfare: Air travel reservations will be made in economy class unless first class is the only flight available to conduct Trustee duties, in which case a statement from the Trustee validating the necessity is required. Trustees are allowed to pay for the first two pieces of checked baggage if the airline charges a separate checked baggage fee. If a Trustee deviates from a direct route of travel by air for personal reasons, the expenses for that portion of the trip will not be reimbursable. Because of the savings available for early purchase, Trustees are asked to schedule their travel at the earliest convenient date.

Car Rental: Actual expense is allowed for car rentals including fuel and toll charges. Receipts are not required for tolls. Sales tax for a state other than Texas is an allowable expense; however, liability insurance, personal accident insurance, safe trip insurance, and personal effects insurance are not reimbursable and must be paid by the Trustee personally. If a Trustee rents a car and combines personal travel with Trustee duties, the cost of the rental car is prorated on a daily basis.

Other Modes of Transportation: Actual expense is allowed for railroad travel, and at the destination, actual expense shall be reimbursed for travel by taxi, limousine, car services, such as Uber and Lyft, shuttles and public transportation. Tips for ground transportation should not exceed 15%.

Parking: Actual expense is allowed for parking fees.

Other Allowable Expenses

Actual expense is allowed for internet service and other hotel business office expenses for the

conduct of official Trustee business.

Fee for Transportation Security Administration (TSA) Pre-Check membership for air travel is reimbursable.

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    e. Meals
    f. Airfare
    g. Car Rental
    h. Any other reimbursable expense as prescribed by this policy
2. One of the following trip authorizations:
    a. Authorized annual conference (included in the approved list in this policy), or
    b. Authorization by Board Minute Order.
3. The Board Liaison will prepare the Concur Expense report for the trip and submit for approval and reimbursement to the Trustee for out-of-pocket expenses.

If the Trustee did not attend the meeting or conference, the unused airline tickets must be submitted with a reason as to why the ticket was not used.

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A Trustee shall reimburse the College District for all unauthorized travel expenses which the College District incurred on the Trustee's behalf within 30 days after disapproval pursuant to this policy.

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BBG(LEGAL) - Board Members: Compensation and Expenses